

22 July 1962

MEMORANDUM FOR: Assistant Director for Communications

SUBJECT : []

1. I appreciate your prompt resolution of the problem of [] parking. Before the matter is closed, however, it would be advisable to ascertain why [] felt it was proper for her to raise this question outside of the Agency.

2. It was a breach of Agency discipline for [] to write to the President about an Agency problem. If she had been advised of her right of free access to this Office to rectify what she considered to be an injustice, she should be reprimanded for not following that established procedure.

3. If [] had not been informed of the existence and purpose of this Office, her supervisor should be reprimanded and steps should be taken to make sure that all employees are aware of this procedure.

4. Will you please see that the necessary steps are taken.

Stuart Hedden
Inspector General

SH:b

Distr: Orig&1-addressee

1-FA/OPCI

2-signer